

# WEB PORTFOLIOS GUIDE

Summer Institute in Digital Literacy, Univ. of Rhode Island, Providence

**Hot Topic Session: Instant Webmasters: Web Portfolios Enhance Digital Literacy**

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**GOALS OF TODAY'S SESSION:** 1) Demonstrate how quickly and easily teachers at all levels can integrate digital literacy into their instructional pedagogy by turning their students into “instant webmasters” of their own creative and informative web portfolios. 2) Learn web page basics in Jimdo.com—create your own web portfolio site for reflections on the Institute, linked to a session homepage to facilitate collaboration. 3) Discuss and share potential value-added learning in digital literacy by integration of web portfolios into instructional pedagogy.

All web portfolio sites created for this workshop will be linked to **our session home page**, so you can always find your site here: <http://webportfolios2013.jimdo.com/>

**NAMING POLICY (advisable with students):** Please name your web site with *your name/handle-dliuri2013*, e.g. *lastname-dliuri2013* or *firstname-dliuri2013* (purpose: helpful for classroom projects). **Site name cannot be changed after it is created.**

## Procedures to complete in today's workshop

1. **Open Jimdo Account.** In a web browser, go to [www.jimdo.com](http://www.jimdo.com) to open your own account (it's free). Give your email address. *Please select a login name following the naming policy above.* Select a **password** that you can *remember easily*. **EMAIL YOUR URL** to [Koptiuch@asu.edu](mailto:Koptiuch@asu.edu) to link to the session homepage.
2. **TUTORIAL.** Please do the JIMDO TUTORIAL <http://www.jimdo.com/tour/features/easy-to-use/> to see all the basics (we'll watch it together, but you can watch it again any time—only 1:30 minutes!).
3. **Login to your home page on Jimdo.com:**
  - **Select a Layout** that you like—try out two or three; check out the **Style** button to make global changes on your site (e.g. change font colors & sizes; can also change text color on individual pages).
  - **Create Header.** Include the name of our session in the header of your home page (*plus* your name; e.g. *Yourname's Institute in Digital Literacy 2013 Web Portfolio*). For now add a photo from the Jimdo gallery, but add a **custom photo** later. Resize any photo in Photoshop Elements or any image editor.
4. **Build the structure of your Web Portfolio:** Edit the **NAVIGATION BAR** and create a *new page* for each of the following *suggested* pieces of your web portfolio for this session. Don't put anything on the pages yet, just **set up the structure of your site**. *Don't forget to **click the 'save' button** after you edit anything.* Note: later you can change the page names or create **subpages** (click right-arrow) for any of these pages.

1. **Home**—the top tab should be your homepage; later you can explain your site's purpose
2. **About the Author**--tell readers about you—it is wise to stick to academic experience & goals
3. **Keynote Insights**
4. **Digging Deeper** (you may wish to create **subpages** beneath any of these main
5. **Cool Tools Workshops** pages, one for each speaker, each cool tool or hot topic, steps
6. **Hot Topics Sessions** in your team project, etc.)
7. **Design Studio Collaborative**
8. **Team Project Reflections** (subpages can follow the steps of the project-based inquiry framework)
9. **Resource Links** (sites you learned about during the Institute and wish to keep track of and share)
10. **Final Reflections** (takeaway lessons learned, new questions, critical assessments)
11. **Instant Webmasters Homepage**—on this page, open a text box and put a return link to our session homepage (you'll learn how to make an **external link**): Return to Course Homepage <http://webportfolios2013.jimdo.com/> (later you can add thanks to viewers, photo, etc)

## 5. Practice Using the Features

- Use any of your web pages to try out Jimdo features using your own images and text.
  - Add a **table** or **columns** to see how they work; type some text in the boxes, or add a photo
  - Insert an **image** or **google map** and try out the +/- to make image larger/smaller
  - Insert a feature **text with photo** to see how text wraps around photo—very effective
  - Create an **internal link** from some text to one of the pages *inside* your site (e.g. from a parent page to its subpage, and from a subpage back to its parent page)
  - Create an **external link** from some text to a web page *external* to your site (e.g. dliuri wiki)
  - Make a mini **slide show** of a few relevant images
  - Add a **YouTube video** to try it out
  - Insert a Facebook Like or Share buttons, add a Guestbook—play around with the features!
- **TIPS: Save** after you create a feature. **View** your page to see how it looks live (open in ‘new tab’ to keep editing page open at same time; ‘refresh’ live view after any changes in edit view)

6. **Designing your Web Portfolio.** Use your own creativity and design sense! The layout you choose will apply to your entire site, but you can further design the look of each individual page with the features. You can change the text color and often the background, depending on which layout you choose. Experiment! If there is something you would like to design on your pages but cannot figure out how to do it, ask Presenter and your colleagues for help!

***Caution: don’t spend endless hours on your design! Enough time is provided in class to create your web site—produce content at home!***

7. **Design your home page:** insert an image and write a few lines welcoming your viewers to your site. Tell them briefly what to expect from the site (e.g. your assignments for a course, your take on digital literacy issues, etc). Try copying the **Institute logo** image to insert into your homepage (cannot paste: first download, then upload).
8. **HTML code:** If you already know how to write html code, many of the features permit you to make additional changes beyond the Jimdo options. You can also copy the html code (click ‘view source’) of a feature you like on another web site, and paste it into the html code space in Jimdo windows. You can make additional alterations by editing the html code on your pages. But it is *not* worthwhile to learn this just for our course. You do *not* need to worry about coding language—Jimdo does it for us!
9. **TEST out your pages in ‘view’ mode!** Make sure you attached the links in the way you meant to. Do they look and work the way you want them to? You can make adjustments—experiment! Take a peek at your colleagues’ portfolios to get new ideas. *Ask Presenter for help or feedback at any time.*

10. **IMPORTANT! EMAIL THE URL FOR YOUR WEB SITE TO [Koptiuch@asu.edu](mailto:Koptiuch@asu.edu)** so she can link it to the course home page. Copy the link from your homepage in ‘view’ mode, *not* ‘edit’ mode.

## WEB PAGE RULES OF THUMB FOR STUDENTS IN CLASSES:

- **Put your name on your web site!** Readers deserve to know who is the author, and you deserve credit for your work! (Put name on each page; another good spot is the editable space under the Jimdo ad)
- **Put at least one image on each individual web page;** they really liven things up for your reader.
- **Avoid endlessly long individual web pages** (you will lose your readers). Instead, **create sub-pages**, and link them together with topic headings, using *internal* links. This is very easy to do in Jimdo.

**NOTE TO INSTITUTE PARTICIPANTS:** Those who did not join this Hot Topics session ‘live’ are invited to follow this Guide to create a web site and send in your URL to be linked to the session website.